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COUNCIL COMMUNICATION

TO: THE CITY COUNCIL	COUNCIL MEETING DATE
FROM: THE CITY MANAGER'S OFFICE	October 18, 1989

SUBJECT: SPECIFICATIONS AND ADVERTISEMENT FOR THE PURCHASE OF COPY MACHINES
FOR FIRE AND RECREATION DEPARTMENTS

RECOMMENDED ACTION: That the City Council approve specifications and authorize advertisement for bids for two copiers, one for the Fire Department and one for the Recreation Department.

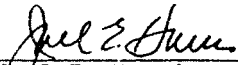
Deadline for proposals is Wednesday, November 1, 1989.

BACKGROUND INFORMATION: The Xerox 4003 copier currently used by the Fire Department is nearly 20 years old, and annual maintenance costs approach \$2,000. Purchase of a new machine would increase staff efficiency and save nearly \$700 per year in maintenance costs.

The Xerox 1035 copier used by the Recreation and Parks Departments is five years old, but is designed for volume under 5,000 copies per month. Actual use over the past 14 months has averaged 13,090 copies per month, resulting in early fatigue of the equipment.

Evaluation of the bids will consider estimated total cost of operation (purchase price, supplies and maintenance costs) over a five-year period.

Funding for the purchase of two copiers has been included in the 1989/90 equipment budget, Fire Department and Recreation Department.



Joel E. Harris
Purchasing Officer

cc: Fire Chief
Park & Recreation Director

COPIER SPECIFICATIONS

CITY OF LODI
OCTOBER, 1989

MONTHLY VOLUME CAPABILITY	25,000
COPIES PER MINUTE (MINIMUM)	28
MAIN PAPER TRAY CAPACITY (MINIMUM)	250
8-1/2 X 14 TRAY CAPACITY (MINIMUM)	250
AUTO DUPLEX (50-SHEET CAPACITY)	
AUTOMATIC DOCUMENT FEED (5.5 X 8.5 TO 11 X 17)	
20-BIN SORTER	
REDUCTION/ENLARGEMENT	
TONER - CARTRIDGE LOAD	
115-VOLT OPERATION	

UNIT MUST BE NEW (UNDER 500 COPIES), BE MANUFACTURER'S MOST CURRENT MODEL, STANDARD IN ALL RESPECTS, BE FULLY ASSEMBLED AND READY TO USE, AND BE COVERED BY MANUFACTURER'S STANDARD WARRANTY.

MANUFACTURER AND MODEL MUST BE LISTED ON STATE OF CALIFORNIA OFFICE COPIERS ACCEPTABLE GRANTS LIST DATED JANUARY 18, 1989, OR LATEST REVISION THEREOF.

SELLER MUST SHOW EXISTENCE OF A SERVICE FACILITY WITHIN ONE HOUR OF LODI.